

Tasking Memorandum No. 00-209

Memorandum For Commander, Defense Contract Management Districts (DCMDs),
DCMA Contract Management Office (CMOs)

Subject: Defense Acquisition University (DAU) Course Fulfillment

Date:

Suspense Date: 2nd Week After End of Each Quarter

Target Audience: All DCMA Personnel

- The Fiscal Year 1999 National Defense Appropriations Act reinstates the previous course fulfillment program that ended 30 September 1997. USD(AT&L) has reinstated "Acquisition Career Management Mandatory Course Fulfillment and Competency Standards" as ADS 99-03-OD. The guidance is available on the Defense Acquisition University (DAU) homepage at <http://www.acq.osd.mil/dau/othrdocs.html> under the section, Defense Acquisition Workforce Improvement Act (DAWIA), and title, DAWIA Course Fulfillment Guide, dated April 1999.
- Fulfillment enables members of the acquisition workforce to receive credit for DAU courses by demonstrating competency through experience, education, and/or alternative learning. DCMA is committed to personnel completing the courses as required for certification in their career field. Fulfillment will be used as follows:
 - Fulfillment is authorized only when people are working in a career field and at a level for which they are not certified. They can fulfill the required prerequisite courses if they have demonstrated competency through experience, education, and/or alternative learning. They must still take the courses required for certification at the level for the position they fill.
 - Fulfillment will not be granted for Level III DAU courses. Acquisition professionals certified at Level II are considered experts in their functional area. Level III courses are designed to provide management training in the functional area.
 - Fulfillment will not be granted for courses offered through distributed learning. Credits must be obtained by taking courses on-line.
 - Fulfillment will not be granted for classroom courses that the employee has refused to attend when given the opportunity.
- The DCMA Supervisory Checklist and Approval Authority Checklist are at Attachment 1. The DCMA fulfillment program process is at Attachment 2.
- The District Commander will report the numbers of fulfillments approved/disapproved to the Workforce Development Division HQ, DCMA by the end of the second week of each quarter for the previous quarter beginning 4th quarter FY 2000.

Points of Contact for Further Information:

DCMA HQ

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DCMA HQ

Mary J. Wilson

Workforce Development Division/DCMA-HRW

Phone: (703) 767-2370 or DSN 427-2370

Email: mwilson@DCMAhq.dla.mil

DCMDE

Kathy Lachesky

DCMDE-HRW

Phone: (6 17) 753-4044 or DSN 955-4044

Email: klachesky@dcmde.dla.mil

DCMDI

Angeline (Angie) Pavlat

DCMDI-FB

Phone: (703) 767- 1685 or DSN 427- 1685

Email: angeline_pavlat@hq.dla.mil

DCMDW

Kathy Burlingame

DCMDW-HRW

Phone: (3 10) 900-6427 or DSN 929-6427

Email: kburlingame@dcmdw.dla.mil

Signature:

A handwritten signature in black ink, appearing to read "Timothy P. Malishenko", written over a horizontal line.

TIMOTHY P. MALISHENKO

Major General, USAF

Director

DCMA Fulfillment Program Process

March 2000

- The purpose of the Fulfillment Program is to enable DCMA personnel to receive credit for mandatory Defense Acquisition University (DAU) courses for which they already have the required competencies.
- The following guidelines detail when fulfillment is appropriate for DCMA personnel. It is the supervisor's responsibility to facilitate people attending needed DAU courses.
 - Fulfillment is authorized only when people are working in a career field and at a level for which they are not certified. They can fulfill the required prerequisite courses if they have demonstrated competency through experience, education, and/or alternative learning. They must still take the courses required for certification at the level for the position they fill.
 - Fulfillment will not be granted for Level III DAU courses. Acquisition professionals certified at Level II are considered experts in their functional area. Level III courses are designed to provide management training in the functional area.
 - Fulfillment will not be granted for courses offered through distributed learning. Credits must be obtained by taking courses on-line.
 - Fulfillment will not be granted for classroom courses that the employee has refused to attend when given the opportunity.
- The application/approval process is as follows:
 - Employee completes Section I of DD Form 2518 (See Appendix A of ADS 99-03-OD. The guidance is available on the Defense Acquisition University (DAU) homepage at <http://www.acq.osd.mil/dau/othrdocs.html> under the section Defense Acquisition Workforce Improvement Act (DAWIA) and title, DAWIA Course Fulfillment Guide, dated April 1999.
 - Attach documentation that supports the request for fulfillment.
 - All competencies for the course must be addressed and satisfactorily met.
 - Employee signs in Block 6 of DD Form 2518.
 - The supervisor completes Section II of DD Form 2518.
 - The supervisor provides the signed request to the training coordinator.
 - The training coordinator will:
 - For Level I courses, submit the request to the CMO Commander or the Deputy CMO Commander for approval.
 - For Level II courses, submit the request to the District Workforce Development Division Point of Contact (POC) and track the request in a local file.
 - The District Workforce Development Division POC submits the Level II request to the senior functional person who is Level III certified in the career field. The District POC tracks the request in a local file.
 - The senior functional person recommends approval or disapproval to the District Commander or Deputy District Commander. The District Commander or District Deputy Commander approves or disapproves the fulfillment request by completing Section III of DD Form 2518 and returning it to the District POC.

- At any stage in the process, the reviewing official may ask for additional information.
- At any stage, the reviewing Official can disapprove a request. If so, the reviewer will provide justification to the requester in writing. The supervisor of the requester should then develop alternate training strategies that will assist the requester to obtain certification. Military members shall adhere to the career management policies and practices of their Military Department in developing such a strategy.
- If a Level II course fulfillment is approved, the District Commander returns the completed request, with documentation, to the District POC.
- The District POC:
 - Returns the completed request to the CMO training coordinator
 - Updates the local tracking file.
- The CMO training coordinator:
 - Enters the approved fulfillment into the DLA Training Application
 - Returns the DD Form 2518 package to the requesting individual
 - Updates the local tracking file.
- The District POC reports the numbers of fulfillments approved/ disapproved to the Workforce Development Division, HQ, DCMA by the end of the second week of each quarter for the previous quarter.
- Course applications using fulfillment:
 - When using fulfillment to meet DAU prerequisites, a copy of the signed DD Form 2518 should accompany the DD Form 1556. This will expedite the Human Resources Operations Center (HROC) process in making the determination on whether an individual meets the requirements for a specific DAU course.
 - As a walk-in replacement, the applicant should have the documentation in hand that proves completion of the prerequisites for the course (fulfillment form or certificate of completion). Without documentation, the applicant must take a pretest to verify that prerequisites are met. If the applicant fails the pretest, the applicant will not be admitted to the course and may be responsible for travel costs.

DCMA Supervisory Checklist
Defense Acquisition University (DAU) Course Fulfillment Package
DAU Course: _____
Requester's Name _____

Circle One		Requirements
Yes	No	
Fulfillment Package		
Yes	No	Supervisory Checklist
Yes	No	DD Form 2518, Fulfillment of DoD Mandatory Training Requirement
Yes	No	Completed List of Competencies for Course being Fulfilled, Chapter 2, ADS-99-03-GD
Yes	No	Documentation to Support Claims
Minimum Requirements:		
Yes	No	Course is a prerequisite to courses needed for certification.
Yes	No	Course is neither an on-line course nor a Level III course.
Yes	No	Requester has not turned down the classroom course.
Yes	No	DAU Competencies Employee Self-Assessment is complete. (ADS-99-03-GD)
Yes	No	If requested, additional documentation was provided.
Yes	No	Requester has demonstrated mastery of any competencies still in question.
Yes	No	Are there other viable alternatives to fulfillment?
Signatures:		
<p>I verify that this requester has the competencies to fulfill DAU Course # _____.</p> <p style="text-align: right;">Supervisory Signature _____</p>		
<p>I verify that this requester does not have the competencies to fulfill DAU Course # _____. Memorandum with justification for disapproval is attached and was provided requester.</p> <p style="text-align: right;">Supervisory Signature _____</p>		

DCMA Approval Authority Checklist
Defense Acquisition University (DAU) Course Fulfillment Package
DAU Course: _____
Requester's Name _____

Circle One		Requirements
Yes	No	
Fulfillment Package		
Yes	No	Signed Supervisory Checklist.
Yes	No	Section II, DD Form 2518, Fulfillment of DoD Mandatory Training Requirement signed and block 16a checked as "Concur".
Yes	No	Completed List of Competencies for Course being Fulfilled, Chapter 2, ADS-99-03-GD
Yes	No	Documentation to Support Claims attached.
Minimum Requirements:		
Yes	No	Supervisory Checklist Complete.
Yes	No	Completed List of Competencies for the Course being Fulfilled is acceptable.
Yes	No	Requester, if asked, provided additional documentation.
Signatures: I verify that this requester has fulfilled the competencies for DAU Course # _____ Level I Course - CMO Commander/Deputy completes Section III, DD Form 2518 Level II Course – Senior Functional in Career Field _____ District Commander completes Section III, DD Form 2518 I verify that this requester has not fulfilled the competencies for DAU Course # _____ Memorandum with justification for disapproval is attached and was provided requester. Level I Course – CMO Commander/Deputy CMO Commander _____ CMO Commander/Deputy completes Section III, DD Form 2518 Level II Course – Senior Functional in Career Field at District Reviews _____ District Commander completes Section III, DD Form 2518		